Name: _____ **Clinical/Medical Laboratory Technician**

Directions:
Evaluate the student by entering the appropriate number to indicate the degree of competency. The rating for each task should reflect employability readiness rather than the grades given in class.

Student Rating Scale:

- **0** **No Exposure** – no experience/knowledge in this area
- **1** **Knowledge Received** – area is understood
- **2** **Limited Skill** – has exposure, but additional training and supervision is required
- **3** **Moderately Skilled** – limited training and supervision may be required, but progress is being made
- **4** **Skilled** – no additional training is required; the competency has been mastered and knowledge can be transferred to other applications

0	1	2	3	4	**A. Explore careers in the clinical/medical laboratory**	**Notes:**
					1. Identify occupations, job titles, and other related fields	
					2. List the qualifications of laboratory personnel	
					3. Identify professional organizations	
					4. Explain the history of the medical technology field	
					5. Analyze trends that affect the medical field	
					Other:	

0	1	2	3	4	**B. Demonstrate safety procedures**	**Notes:**
					1. Complete a physical exam (e.g., shots, TB tests, and hepatitis test)	
					2. Utilize personal protective equipment	
					3. Demonstrate proper hand-washing techniques	
					4. Demonstrate aseptic techniques	
					5. Demonstrate sterilization techniques (e.g., chemical and mechanical)	
					6. Clean and disinfect equipment	
					7. Dispose of hazardous and contaminated materials properly	
					8. Read a Material Safety Data Sheet (MSDS)	
					9. Demonstrate basic housekeeping (e.g., clean spills, clean the work area, and pick up any items on the floor)	
					10. Demonstrate basic life support	
					11. Demonstrate first aid procedures	
					12. Explain site-specific emergency procedures	
					Other:	

0	1	2	3	4	C. Communicate effectively in clinical medical laboratory settings	Notes:
					1. Demonstrate good oral communication skills	
					2. Demonstrate good written communications skills	
					3. Listen actively and attentively	
					4. Demonstrate proper telephone etiquette	
					5. Use appropriate medical terminology and abbreviations	
					6. Demonstrate basic computer skills (e.g., turn the computer on, login to a system, and use the operating system)	
					7. Utilize software (e.g., word processor, spreadsheet, database, email, and medical)	
					8. Educate the client on various procedures	
					9. Demonstrate an awareness of cultural diversity (e.g., languages, celebrating holidays, and greetings)	
					Other:	

0	1	2	3	4	D. Apply the basic sciences	Notes:
					1. Perform lab calculations	
					2. Apply basic chemistry (e.g., acid-base relationships and the Periodic Table of Elements)	
					3. Explain the concept of the body as a coordinated whole	
					4. Describe the relationship between cells, tissues, and whole organisms	
					5. Describe the normal anatomy and physiology of the skeletal system	
					6. Explain the concept of fluid and electrolyte balance	
					7. Describe the normal anatomy and physiology of the integumentary system	
					8. Describe the normal anatomy and physiology of the nervous system	
					9. Describe the normal anatomy and physiology of the muscular system	
					10. Describe the normal anatomy and physiology of the special senses	
					11. Describe the normal anatomy and physiology of the endocrine system	
					12. Describe the normal anatomy and physiology of blood	
					13. Describe the normal anatomy and physiology of the circulatory system	
					14. Describe the normal anatomy and physiology of the respiratory system	
					15. Describe the normal anatomy and physiology of the gastrointestinal system	
					16. Describe the normal anatomy and physiology of the urinary system	

					17. Describe the normal anatomy and physiology of reproductive system	
					18. Associate the disease process with test results, diagnosis, and treatment	
					Other:	

0	1	2	3	4	**E. Demonstrate professional behavior**	**Notes:**
					1. Demonstrate a good work ethic (e.g., punctuality, dress, and attitude)	
					2. Demonstrate critical thinking and problem-solving skills	
					3. Demonstrate organizational skills	
					4. Manage time effectively	
					5. Describe methods for initiating change	
					6. Describe methods to deal with conflict	
					7. Explain the chain of command	
					8. Identify the leadership roles and responsibilities of the Clinical / Medical Laboratory Technician	
					9. Delegate job tasks	
					10. Utilize motivational techniques	
					11. Utilize assertive behavior techniques	
					12. Direct team members	
					13. Explain the licensure process (e.g., federal, state, and local)	
					14. Identify the need and responsibility for continuing education	
					Other:	

0	1	2	3	4	**F. Demonstrate proper care of supplies and the work area**	**Notes:**
					1. Assist with laboratory maintenance	
					2. Receive supplies	
					3. Check inventory	
					4. Clean and maintain the work area	
					5. Log incoming and outgoing specimens	
					6. Maintain files for laboratory records, reports, and slides	
					7. Organize work equipment, specimens, and solutions for easy accessibility	
					8. Care for and handle glassware properly	
					Other:	

0	1	2	3	4	G. Collect and transport specimens and samples	Notes:
					1. Collect blood samples	
					2. Collect fecal samples	
					3. Collect urine samples	
					4. Collect food samples at designated intervals	
					5. Collect environmental samples	
					6. Transport specimens/samples to the laboratory	
					7. Separate blood samples into component parts	
					8. Operate various centrifuges	
					9. Identify various tubes for phlebotomy procedures	
					10. Prepare specimens for testing	
					11. Identify various types of shipping and packaging equipment	
					12. Prepare specimens for shipment	
					Other:	

0	1	2	3	4	H. Prepare and operate laboratory equipment	Notes:
					1. Perform liquid and dry measurements using the appropriate equipment	
					2. Use laboratory glassware properly	
					3. Select the proper pipettes	
					4. Operate a refractometer	
					5. Operate a hematology analyzer	
					6. Operate a chemistry analyzer	
					7. Operate a coagulation analyzer	
					8. Operate a urinalysis analyzer	
					9. Operate a spectrophotometer	
					10. Select the proper pipettes	
					11. Operate pH meters	
					12. Use a compound microscope	
					13. Perform microdilutions / titer using well plates	
					14. Operate autoclave	
					15. Operate electrical mixers	

					16. Operate tissue embedding equipment	
					17. Operate a vacuum pump	
					18. Assist with quality control checks of equipment	
					19. Maintain equipment properly	
					20. Troubleshoot equipment problems	
					Other:	

0	1	2	3	4	I. Perform laboratory procedures	Notes:
					1. Perform staining procedures	
					2. Demonstrate pipette skills	
					3. Prepare stock solutions using the appropriate calculations	
					4. Prepare agar plates	
					5. Assist with slide preparations	
					6. Setup for site-specific routine tests (e.g., physical checks and chemical checks)	
					7. Assist with tissue processing	
					8. Demonstrate embedding tissue	
					9. Demonstrate the proper care of tissue cassettes	
					10. Line up tissue cassettes in numerical order	
					11. Record findings/research in a log book	
					12. Perform Immunohisto chemistry procedures	
					13. Prepare labels	
					14. Coverslip tissue slides	
					15. Demonstrate tissue cutting	
					16. Change reagents on a tissue processor	
					17. Pick up a specimen from water bath	
					18. Assist with column chromatography	
					19. Assist with gel-filtrate techniques	
					20. Assist with electrophoresis techniques	
					21. Assist with fluorescent microscopy	
					22. Perform a dialysis procedure	

					23. Prepare the standards and controls	
					24. Follow the procedural steps for identified analysis	
					25. Follow directions	
					26. Perform cytotech centrifugation	
					27. Maintain the laboratory area	
					28. Perform quality control procedures	
					Other:	

0	1	2	3	4	**J. Collect data**	**Notes:**
					1. Assist with data collection	
					2. Prepare graphs	
					3. Record data	
					Other:	

0	1	2	3	4	**K. Perform a special project**	**Notes:**
					1. Write an Experimental Design for a short- or long-term project	
					2. Collect data	
					3. Analyze data	
					4. Determine conclusions from the data analysis	
					5. Present the conclusions from the data analysis	
					6. Write a report following a specific template	
					7. Assist in a literature search	
					Other:	

0	1	2	3	4	**L. Follow legal and regulatory policies and procedures**	**Notes:**
					1. Describe the legal, moral, and ethical aspects of a clinical/medical laboratory	
					2. Discuss current moral and ethical health issues	
					3. Explain the purpose of client confidentiality	
					4. Maintain client confidentiality	
					5. Explain federal, state, and local regulatory issues	
					6. Follow the school and program rules and regulations	
					7. Describe the types and functions of health care providers, facilities, and agencies	

					8. Explain the Client's Bills of Rights	
					9. Apply ethical behaviors and standards	
					Other:	

0	1	2	3	4	M. Demonstrate leadership competencies	Notes:
					1. Demonstrate an understanding of SkillsUSA-VICA, its structure, and activities	
					2. Demonstrate an understanding of one's personal values	
					3. Perform tasks related to effective personal management skills	
					4. Demonstrate interpersonal skills	
					5. Demonstrate etiquette and courtesy	
					6. Demonstrate effectiveness in oral and written communication	
					7. Develop and maintain a code of professional ethics	
					8. Maintain a good professional appearance	
					9. Perform basic tasks related to securing and terminating employees	
					10. Perform basic parliamentary procedures in a group meeting	
					Other:	

***NOTE: These competencies are addressed in the Missouri SkillsUSA-VICA Curriculum Guide lessons.**